

The original documents are located in Box 17, folder “Personnel Office, 1971-1975 (7)” of the Stanley Scott Papers at the Gerald R. Ford Presidential Library.

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THE WHITE HOUSE

WASHINGTON

January 3, 1974

MEMORANDUM FOR:

KEN COLE
FRED MALEK

FROM:

JERRY H. JONES

SUBJECT:

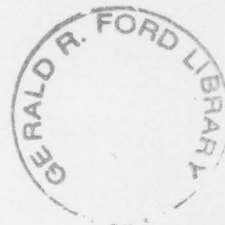
National Advisory Council on
Supplementary Centers and Services

There will soon be four vacancies on this twelve member Council which reviews the administration of the programs under Title III of the ESEA. Title III of the ESEA was designed to help provide support for the adoption of new or improved practices and techniques in education.

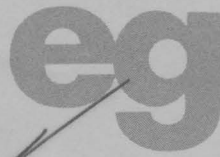
The Council has specified the need for an architect specializing in school design, a chief state school officer, one involved in creative educational programs on the university level, a businessman or woman in advertising or public relations, and an individual with pre-school teaching or administration experience.

This twelve-member Council has only two female members and needs a representative of the non-public schools.

Recommendations for appointment to this Council must be in my office no later than Monday, January 14 in order to be considered. Full biographical information is necessary.



Pat, Call for Ernesto resume - Stan



BOWMAN CO., Inc. INSURANCE
1424 FULTON STREET, BROOKLYN, N. Y. 11216
HYACINTH 3-2200

December 21, 1973

Mr. Stanley S. Scott
Special Assistant to the President
The White House
Washington, D.C.

Dear Mr. Scott:

Even though we have not been successful in initiating any business arrangements with the Federal Government in the area of insurance, we are hopeful that the year 1974 will prove fruitful.

We are, however, taking this opportunity to wish you and the White House Staff a Happy Holiday and Best Wishes for a Healthy and Successful New Year!

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Ernesta G. Procope".

Ernesta G. Procope
President

EGP:bc

Mrs. Coleman



THE WHITE HOUSE

WASHINGTON

115

TO: STAN SCOTT

FROM: JERRY JONES

RE: Clearance of Candidate for
Non-Career Position

The attached biographical material on this candidate has been submitted for formal clearance approval.

If you concur with this clearance please notify Julie Robben in my office (# 6533)

OK
SS



WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Doc	social security number 1 page - Vinette Jones	1974	c

File Location:

Stanley C. Scott Papers, box 17. Folder: Personnel Office, 1/74 (7)

RESTRICTION CODES

JJO 5/28/24

- (A) Closed by applicable Executive order governing access to national security information.
- (B) Closed by statute or by the agency which originated the document.
- (C) Closed in accordance with restrictions contained in the donor's deed of gift.

CONFIDENTIAL CLEARANCE PROCESSING FORM FOR CERTAIN EXCEPTED POSITIONS

Candidates Name: Vinette E. Jones Position: Regional Dir./Boston Grade: GS-15

Type of Appointment: NEA Department/Agency: ACTION Registration: (1) Indep.

SECURITY CLEARANCE:

Clearance Granted, if any: _____ Date: _____ Type of Investigation: _____

Investigating Agency : _____

CONGRESSIONAL CONCURRENCES: (State & District of Candidate's Registration or Domicile)

Senator Brooke Date: 12/11 Remarks: Cleared

Senator (Dem) Date: _____ Remarks: _____

Representative: (Dem) Date: _____ Remarks: _____

(Ranking GOP Members on Appropriations Subcommittees (A) and Legislative (L) Committees)

Senator (A) _____ Date: _____ Remarks: _____

Senator (L) _____ Date: _____ Remarks: _____

Representative (A) _____ Date: _____ Remarks: _____

Representative (L) _____ Date: _____ Remarks: _____

STATE CONCURRENCES:

State GOP Contact Otto Wahlrab Date: 12/14 Remarks: Cleared

other Key Contact Gov. Sargent Date: 12/19 Remarks: No objection

This form was completed and/or approved by: Barbara Brown date: 12/11/73

This form was approved by: _____ date: _____

(1) If registration is other than Republican, attached a full, detailed explanation of the reasons for the proposed action.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Presidential Libraries Withdrawal Sheet

WITHDRAWAL ID 013092

REASON FOR WITHDRAWAL Donor restriction
TYPE OF MATERIAL Personnel Form
CREATOR'S NAME Vinette Eugenia Jones
DESCRIPTION SF171
CREATION DATE 02/09/1970

COLLECTION/SERIES/FOLDER ID . 031500143
COLLECTION TITLE STANLEY S. SCOTT PAPERS (WH Public
Liaison Office - Minority Affairs)
BOX NUMBER 17
FOLDER TITLE Personnel Office, 1971-1975 (4)-(16)

NEW LOCATION Donor Restriction Closed File
DATE WITHDRAWN 06/18/2001
WITHDRAWING ARCHIVIST William H. McNitt
KNOWN DUPLICATES No

THE WHITE HOUSE

WASHINGTON

TO: STAN SCOTT ^{1/4}

FROM: JERRY JONES

RE: Clearance of Candidate for
Non-Career Position

The attached biographical material on this candidate has been submitted for formal clearance approval.

If you concur with this clearance please notify Julie Robben in my office (# 6533)

OK
SS



CONFIDENTIAL MEMORANDUM

TO: WHITE HOUSE PERSONNEL OPERATION

FROM:

SUBJ: APPOINTMENT CLEARANCE REQUEST

CLEARANCE REQUESTED - ☐ FBI ☐ HILL ☐ FIELD



WHPO USE ONLY

FULL NAME

James E. Johnson

SSN

GRADE/LEVEL AND TYPE OF APPOINTMENT

WAE PA

APPOINTMENT DATE (WHPO Use Only)

DEPARTMENT OR AGENCY

EPA

CITY AND STATE

POSITION TITLE

Member, Air Quality Advisory Board

Enter below the following specific information:

Political Affiliation Republican

Voting Address 12731 Dean Street, Santa Anna, California

Mailing Address 2816 Blue Spruce Lane, Wheaton, Maryland 20906

Ethnic Background Black Sex Male

Date and Place of Birth March 3, 1926 Madison, Illinois

New position _____ or replacing _____

who is _____

NOTE: Also attach completed, up-to-date and legible Standard Form 171 (Application for Federal Employment).

RECOMMENDED BY

SIGNATURE OF SUBMITTING OFFICIAL

Bill Lamont

TITLE

DATE

Source

The Honorable James E. Johnson
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)

James E. Johnson maintains his legal residence in Tustin, Orange County, California. He was born in Madison, Illinois, on 3 March 1926; one of nine children. He attended public schools and at the age of 18 enlisted in the Marine Corps and rose through the ranks to the grade of Chief Warrant Officer.

The elder Johnson admonished his young Marine son on the importance of education. Mr. Johnson has never forgotten this and has pursued his quest for higher education ever since. While on active duty -- stateside and overseas -- in the Marine Corps and since his return to civilian life, Mr. Johnson has attended the University of Maryland, Chapman College, Orange University College of Law, Santa Ana College, and George Washington University (Dean's List). Mr. Johnson received his Associate of Arts degree from Santa Ana College and his Bachelor of Science degree in Business Administration from George Washington University. He has completed all requirements for his Master's degree in Public Administration and has received permission to commence his Ph.D. studies.

In August 1965, upon retiring from the Marine Corps after 21 years of service, Mr. Johnson joined the Prudential Life Insurance Company. During the first 2-1/2 months with the firm, he sold one million dollars of insurance. He continued as a million-dollar-a-year man for the two years he was with Prudential.

In 1967 he was appointed by the Governor of California as the Director of the California State Department of Veterans Affairs. As Director Mr. Johnson set overall policies and administered the Department with the goal of providing for the welfare of veterans in California insofar as the resources provided by the State Legislature permitted. His administration was marked by his sincere concern for veterans as individuals, and he came to know thousands of them personally during his tenure in this office. Illustrative of the regard which the people of California had for him during his incumbency is the following letter which was written by Mrs. Guy Swift of Garden Grove, California to the local newspaper, Daily Pilot, in 1967:



"I had the honor the other night to listen to Mr. James Johnson (of Orange County) speak. The wisest thing Reagan has done in a long time was to appoint this great American as Director of Veterans Affairs. As I listened to Mr. Johnson, I could not help think, with a man like him who has so much love and respect for God and country, how much better off we would be if he were President. "

In 1969 President Nixon, in recognition of his performance in the California post and with the advice and consent of the Senate, appointed Mr. Johnson as Vice Commissioner, United States Civil Service Commission. The three-man body is responsible for the affairs of three million civil service employees scattered throughout the world. As in California, he was noted during his tenure with the Commission for his abiding concern for civil servants as individuals while, with the other two Commissioners, he prescribed regulations, proposed and defended legislation, ruled on appeals and administered the Federal Merit System.

In the Spring of 1971, again with Senate confirmation, he was appointed by the President to his present position as the Assistant Secretary of the Navy (Manpower and Reserve Affairs). He was sworn in on 16 June by the then Secretary of Defense Melvin Laird. He brought to this position the same humanitarian, pragmatic approach to his duties as the manpower and personnel policy administrator for the over two million men and women -- uniformed, civilians, retirees, reservists, and dependents of the Naval Service -- that he had learned as basic leadership principles while rising through the ranks in the Marine Corps and had applied in his previous two positions. Responsible for the administration of a budget of over ten billion dollars, he has been one of the key members of the top level Defense team working to achieve a ready, cost effective All-Volunteer Force, a mission requiring a fine sense of balance between the goals and aspirations of servicemen and women as individuals and the needs of the Nation for an efficient and effective military force.

Beginning with his initial association with Toastmasters International while he was on active duty in the Marine Corps, Mr. Johnson has been an extremely active public speaker. Appearing before a wide range of audiences with divergent interests, he rarely departs from his central theme of a positive approach to whatever challenges are being addressed. Deeply religious and patriotic, he challenges his audiences to make a searching self-examination to avoid squandering time and energy on negativism but rather to reinforce with dedication and humility



the positive aspects of Christianity and the American way of life. This work is reflected in his personal involvement with a variety of projects and organizations dedicated to the betterment of society including (to name a few) membership on the National Executive Board of the Boy Scouts of America, Chairman of the District of Columbia Health and Welfare Council, Board of Directors of the United Givers Fund, and association with the National Asthma Center.

Mr. Johnson is married to the former Juanita V. Butler of Triangle, Virginia, and they reside in the Washington suburb of Wheaton, Maryland with their children. Their only daughter, 17-year old Vernea, will be graduating this June from the Springbrook High School in nearby Silver Spring, Maryland. Vernea is looking forward to the many years of schooling to achieve her goal to become a physician. Kurtis, 13, is a cadet at the Valley Forge Military Academy in Wayne, Pennsylvania. Then comes a lively, 6-year old mathematical whiz, Juan, who keeps the rest of the family on their toes academically and physically.

Mr. and Mrs. Johnson lost their eldest son, Kenneth, last year. Kenneth, a February 1972 graduate of The George Washington University and a Second Lieutenant in the U. S. Marine Corps, died at the Bethesda Naval Hospital following surgery.

Mr. Johnson has established a great many firsts for members of his race and, in some instances, firsts for people of all races. Among them it is reported that he was the --

one of the First Negro master sergeant in the Marine Corps.

First Negro warrant officer in the Marine Corps.

First Negro officer to retire from the Marine Corps.

First Negro to sell \$1 million of life insurance in 2-1/2 months.

First insurance salesman of any race to sell \$5 million of life insurance in his first year.

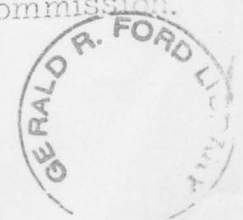
First Negro to hold a cabinet-level office in California.

First Negro member of the U. S. Civil Service Commission.

First Negro Assistant Secretary of the Navy.

Note: On June 1, 1973 Dr. Johnson received his Doctor of Laws Degree from Chapman College in San Diego, California an extension of Chapman College located in Orange, California.

--- May 1973 ---



THE WHITE HOUSE
WASHINGTON

January 16, 1974

MEMORANDUM FOR: JERRY JONES
FROM: STANLEY SCOTT *JS*
SUBJECT: National Advisory Council on
Vocational Education

The attached resumes comprise our list of candidates for the National Advisory Council on Vocational Education.

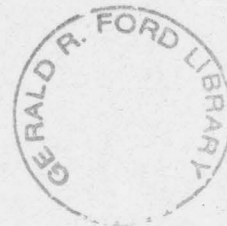
- 1) Rev. William H. Borders, Sr., Atlanta, Georgia, a Republican who headed Southern ministers for the re-election of the President. He is Pastor of the largest Black Baptist Church in the South. His resume is on file in your office or central files.
- 2) Dr. Hilliard A. Bowen, Assistant Superintendent for Continuing Education, Atlanta Public Schools, Atlanta, Georgia. Resume attached.
- 3) Rev. Leon Sullivan, Philadelphia, Pennsylvania, Chairman of the Opportunities Industrialization Center and Pastor of the Zion Baptist Church, Philadelphia, Pennsylvania. Dr. Sullivan has the largest Black self-help job training program in the country. Resume attached.
- 4) Mr. Hershell R. Cannon, Phoenix, Arizona, a life-long Republican who headed up the President's re-election drive last year in the State of Arizona. Cannon's experience, in my view, would provide another dimension to the subject council. Resume attached.



- 5) Roy Wilkins, New York, director of the largest Black-oriented civil rights organization in America. Resume attached.
- 6) Dr. Ethel Allen, a Philadelphia Republican and City Councilwoman. She is a physician and surgeon. Dr. Allen has spent much of her life working with underprivileged and disadvantaged minorities.

Attachments

cc: Laurelle Sheedy



THE WHITE HOUSE

WASHINGTON

January 3, 1974

MEMORANDUM FOR:

KEN COLE
FRED MALEK

FROM:

JERRY H. JONES

SUBJECT:

National Advisory Council on
Vocational Education

There are seven vacancies on this 21-member Council which reviews possible duplication of vocational education programs at postsecondary and adult levels within the geographic regions. Members serve three year terms and are compensated.

In order to comply with the legislation we should appoint a school board member, an individual dealing with the handicapped and one familiar with the problems of the disadvantaged.

There are only two women and one black on this twenty-one member Council. We will not be able to use recommendations from Texas, New Jersey or Ohio this year.

Please have your recommendations, with full biographical information, to me no later than Monday, January 14, 1974. Candidates received later than that date will be held for consideration in 1975.



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January 16, 1974

MEMORANDUM FOR: JERRY JONES

FROM: STANLEY SCOTT

SUBJECT: National Advisory Council on
Supplementary Centers and Services

Our candidates for the National Advisory Council on Supplementary Centers and Services are:

- 1) Mrs. Ernesta G. Procope, New York, President of the E. G. Bowman Co., Inc. Insurance. Mrs. Procope, a successful businesswoman who worked for the President's re-election in 1972, was presented a "Woman of the Year" award by Mrs. Richard Nixon in 1972. Resume to follow.
- 2) Mrs. Judith Nixon Turnbull, Chicago, a former public relations director, who serves as Vice President of the 4-million circulation Tuesday Magazine. Resume in your office.
- 3) Mrs. Inez Kaiser, Kansas City, who worked with Democrats for Nixon in 1972. She has been quite supportive of our efforts. Mrs. Kaiser heads her own public relations and consulting firm with offices in Kansas City and Washington, D. C. Resume in your office.



THE WHITE HOUSE

WASHINGTON

TO: STAN SCOTT

1/17 [1974]

FROM: JERRY JONES

RE: Clearance of Candidate for
Non-Career Position

The attached biographical material on this candidate has been submitted for formal clearance approval.

If you concur with this clearance please notify Julie Robben in my office (# 6533)

OK
SS



Setup

SCHEDULE C APPOINTMENT AND NONCAREER EXECUTIVE ASSIGNMENTS

CLEARANCE FORM

NAME Edward Wilson

Proposed position, grade and salary Special Assistant, GS-12,
Office of Equal Opportunity

Type of appointment Schedule C

CONCURRENCES

Appropriate clearances have been obtained:

X Sol Mosher
(SOL MOSHER)

9/18
(DATE)

STANLEY ARMSTRONG

(DATE)



WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Doc	social security number 1 page - Edward Wilson	1974	c

File Location:

Stanley C. Scott Papers, box 17. Folder: Personnel Office, 1/74 (7)

RESTRICTION CODES

JJO 5/28/24

- (A) Closed by applicable Executive order governing access to national security information.
- (B) Closed by statute or by the agency which originated the document.
- (C) Closed in accordance with restrictions contained in the donor's deed of gift.

Candidates Name: Edward Wilson Position: Special Assistant - EO Grade: 12

Type of Appointment: Schedule C Department/Agency: HUD Registration: ⁽¹⁾Republican

SECURITY CLEARANCE:

Clearance Granted, if any: _____ Date: _____ Type of Investigation: _____

Investigating Agency: _____

CONGRESSIONAL CONCURRENCES: (State & District of Candidate's Registration or Domicile)

Senator Alan Cranston (Dem) Date: _____ Remarks: _____

Senator John Tunney (Dem) Date: _____ Remarks: _____

Representative: Philip Burton (Dem) Date: _____ Remarks: _____

(Ranking GOP Members on Appropriations Subcommittees (A) and Legislative (L) Committees)

Senator (A) _____ Date: _____ Remarks: _____

Senator (L) _____ Date: _____ Remarks: _____

Representative (A) _____ Date: _____ Remarks: _____

Representative (L) _____ Date: _____ Remarks: _____

STATE CONCURRENCES:

State GOP Contact California State Committee Date: 9/14/73 Remarks: Registered Republican - no objection.

Other Key Contact _____ Date: _____ Remarks: _____

This form was completed and/or approved by: [Signature] date: 9-18-73

This form was approved by: _____ date: _____

If registration is other than Republican, attached a full, detailed explanation of the reasons for the proposed action.

Resubmitted - 01/08/74

SCHEDULE C APPOINTMENT AND NONCAREER EXECUTIVE ASSIGNMENTS

CLEARANCE FORM

NAME Edward Wilson

Proposed position, grade and salary Special Assistant, GS-12,

Office of Equal Opportunity

Type of appointment Schedule C

CONCURRENCES

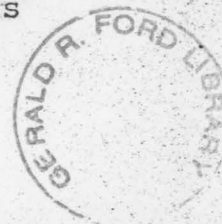
Appropriate clearances have been obtained:

Assistant Secretary for Legislative Affairs

Date

Executive Assistant to the Secretary

Date



NOTE: Clearance form on Mr. Wilson was forwarded to Mr. Armstrong on 9/13/73. No response has been received.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Presidential Libraries Withdrawal Sheet

WITHDRAWAL ID 013093

REASON FOR WITHDRAWAL Donor restriction

TYPE OF MATERIAL Personnel Form

CREATOR'S NAME Edward Wilson

DESCRIPTION SF171

CREATION DATE 01/1974?

COLLECTION/SERIES/FOLDER ID . 031500143

COLLECTION TITLE STANLEY S. SCOTT PAPERS (WH Public
Liaison Office - Minority Affairs)

BOX NUMBER 17

FOLDER TITLE Personnel Office, 1971-1975 (4)-(16)

NEW LOCATION Donor Restriction Closed File

DATE WITHDRAWN 06/18/2001

WITHDRAWING ARCHIVIST William H. McNitt

KNOWN DUPLICATES No

THE WHITE HOUSE

WASHINGTON

January 18, 1974

MEMORANDUM FOR:

BRENT SCOWCROFT
FRED MALEK
KEN COLE

FROM:

JERRY H. JONES

SUBJECT:

National Commission for the
Observance of World Population
Year, 1974

As you know, the President has issued an Executive Order which calls for the creation of a National Commission for the Observance of the World Population Year, 1974.

The Commission will consist of not more than twenty persons who are to be appointed by the President from private life. Its purpose will be to promote nation-wide observance of World Population Year and to create better understanding of the causes, nature, scope, and consequences of the problem in relation to the quality of life on both the national and international scale. The Commission will not be responsible for submitting policy proposals, but simply for disseminating information and publications in order to publicize and encourage observance of the Year.

The membership should include experts and prominent figures from a cross-section of the professions: distinguished citizens with a special interest in population matters, distinguished leaders in UN matters, experts in sociology and/or demography and medicine and/or biology, representatives of the scientific fields, environmentalists, leaders in the academic and business communities, labor leaders, prominent figures in the mass media and media personalities, and youth representatives.

Please forward your recommendations to me no later than Friday, January 25. Thank you.

cc: Stan Scott



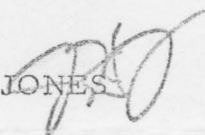
THE WHITE HOUSE
WASHINGTON

January 21, 1974

MEMORANDUM FOR:

FRED MALEK
KEN COLE

FROM:

JERRY H. JONES 

SUBJECT:

Board of Vocational Education

There are currently three vacancies on the Board of Vocational Education which was created by P.L. 89-791 to establish policies, standards, and requirements governing admission, curriculum, graduation (including the awarding of degrees), and general administration of the Washington Technical Institute. In addition, the Board makes personnel decisions for the Institute.

The three new members must be top level executives in private industry, and preferably be representatives of the following: public utilities, retailing, and finance and/or securities.

Please forward your recommendations to me no later than Monday, January 28, 1974. Biographical data must be included.

cc: Stan Scott



POSITION	GRD	TYP	TEN	CND	INCUMBENT	REG	STATE	DATE/COMM	TERM/EXP	BKG
DIST COLUMBIA CNCL MBR	WAE	PAS	03	1	ROBINSON HENRY JR	R	DIST OF COL	73/08/06	76/02/01	A 1 14
DIST COL COUNCIL MBR	WAE	PAS	03	0	FOSTER ROCKWOOD	R	DIST OF COL	72/10/03	74/02/01	G 1 01
DIST COLUMBIA CNCL MBR	WAE	PAS	03	0	FORD W ANTOINETTE	R	DIST OF COL	73/08/06	76/02/01	G 2 14
DIST COLUMBIA CNCL MBR	WAE	PAS	03	1	VEAZEY CARLTON	R	DIST OF COL	70/04/08	73/02/01	J 1 14
DIST COLUMBIA CNCL MBR	WAE	PAS	03	0	MEYERS TEDSON	D	DIST OF COL	72/03/17	74/02/01	N 1 14

D C PUBLIC SERVICE COMMISSION

D C PUB SERV COMM	16	PAS	03	1	NEELY H MASON	R	DIST OF COL	71/12/15	74/06/30	N 1 14
*D C PUB SERV COMM	16	PAS	03	0	Stratton Wm. R. VACANT - V. WATERMAN	(R)	Dist of Col	73/1/26	76/06/30	N 1 01

VOCATIONAL EDUCATION BOARD OF

BD OF VOCATIONAL EDUCATN	WOC	PA	03	1	SISCO JEAN H	U	MARYLAND	72/03/08	74/02/12	G 2 01
BD OF VOCATIONAL EDUCATN	WOC	PA	03	0	OAXACA FERNANDO	R	CALIFORNIA	73/06/27	76/02/12	G 1 13
BD OF VOCATIONAL EDUCATN	WOC	PA	03	0	WEAVER GEORGE L-P	D	DIST OF COL	72/03/08	75/02/12	T 1 14
BD OF VOCATIONAL EDUCATN	WOC	PA	03	0	CHAMPION JACKSON R	R	DIST OF COL	73/06/27	76/02/12	G 1 14
BD OF VOCATIONAL EDUCATN	WOC	PA	03	0	ALBERTONI ALBERT E	U	MARYLAND	72/03/08	73/02/12	T 1 05
BD OF VOCATIONAL EDUCATN	WOC	PA	03	1	ZAHN J HILLMAN	U	MARYLAND	72/03/08	74/02/12	G 1 01
BD OF VOCATIONAL EDUCATN	WOC	PA	03	0	WEIR OSBY L	R	MARYLAND	72/03/08	75/02/12	G 1 01
BD OF VOCATIONAL EDUCATN	WOC	PA	03	0	KRONGARD ALVIN B	R	MARYLAND	72/03/08	74/02/12	G 1 01
BD OF VOCATIONAL EDUCATN	WOC	PA	03	1	NABRIT SAMUEL M	U	GEORGIA	72/03/08	75/02/12	P 1 14
BD OF VOCATIONAL EDUCATN	WOC	PA	03	0	TWINANME E CAROLYN	R	DIST OF COL	73/06/27	76/02/12	2 01

D C CN ON JUDICIAL DISABILITIES AND TENURE

D C JUDICIAL DISAB TEN CH	WAE	PA	06		ELLISON NEWELL	R	DIST OF COL	71/02/26	75/02/25	N 1 01
JUDICIAL DISAB TEN	WAE	PA	06		JARVIS NORMAN	R	DIST OF COL	71/02/26	77/02/25	G 1 14
JUDICIAL DISAB TEN	WAE	PA	06		Beeline Henry Jr. WILSON JOHN	R	DIST OF COL	73/2/14	79/02/25	N 1 01
JUDICIAL DISAB TEN ALT	WAE	PA	06		Webster Geo. D. WILSON JOHN	R	DIST OF COL	73/2/14	77/02/25	N 1 01

THE WHITE HOUSE

WASHINGTON

TO: ^{1/23} STAN SCOTT

FROM: JERRY JONES

RE: Clearance of Candidate for
Non-Career Position

The attached biographical material on this candidate has been submitted for formal clearance approval.

If you concur with this clearance please notify Julie Robben in my office (# 6533)

↑
OK
(65)



WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Doc	social security number 1 page - Edwind Sexton	1974	c

File Location:

Stanley C. Scott Papers, box 17. Folder: Personnel Office, 1/74 (7)

RESTRICTION CODES

JJO 5/28/24

- (A) Closed by applicable Executive order governing access to national security information.
- (B) Closed by statute or by the agency which originated the document.
- (C) Closed in accordance with restrictions contained in the donor's deed of gift.

CONFIDENTIAL CLEARANCE PROCESSING FORM FOR CERTAIN EXCEPTED POSITIONS

Candidate's Name: Edwin T. Sexton Position: S/A to the Dir. of, OMB Grade: GS-15
 Type of Appointment: Sch. C Department/Agency: Commerce Registration: ⁽¹⁾ Non Partisan

SECURITY CLEARANCE:

Clearance Granted, if any: _____ Date: _____ Type of Investigation: _____

Investigating Agency: _____

CONGRESSIONAL CONCURRENCES:

(State & District of Candidate's Registration or Domicile)

Senator Pearson Jerry 4774 Date: 1/8 Remarks: _____
 Senator Dole ^{Bill} Mr. Cotts 6521 Date: 1/9 Remarks: _____
 Representative: Shriver Les Rosen Date: 1/8 Remarks: Sexton used to work on Shriver's district staff. Recommend highly

(Ranking GOP Members on Appropriations Subcommittees (A) and Legislative (L) Committees)

Senator (A) Brusca Date: 1/15 Remarks: No objection
 Senator (L) Cotton Date: 1/16 Remarks: ok
 Representative (A) Cederberg 1/15 Date: 1/15 Remarks: good
 Representative (L) Devin 5355-28 Date: 1/15 Remarks: OK

STATE CONCURRENCES:

State GOP Contact Kane Sharon Date: 1/3 Remarks: Highly Recommend A1 fellow
 other Key Contact _____ Date: _____ Remarks: _____

This form was completed and/or approved by: PP date: 1/16/79

This form was approved by: Ar Le Under date: 1/16/79

(1) If registration is other than Republican, attach a full, detailed explanation of the reasons for the proposed action

CONFIDENTIAL CLEARANCE FORM FOR COMMITTEE APPOINTMENT

NAME Edwin Sexton Date Received 12/18

COMMITTEE _____ No. _____ Date to Pantos 1/4

CONGRESSIONAL CLEARANCE

DATE H.R. Rec. N. Obj. N. Com. Dis. Reason for Disapproval

Senator _____

Contact 1/8 ☒ [] [] [] [] _____

Senator _____

Contact 1/9 [] ☒ [] [] [] _____

Rep. _____

Contact 1/8 ☒ [] [] [] [] Very high

COMPLETED BY: _____ Date _____

Legislative Affairs

St. Com. _____

Contact _____ [] [] [] [] [] _____

Affiliation _____ Determined by ☒ Party Registration [] Primary Voting Record [] Other _____

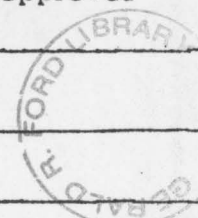
State Registration ☒ is [] is not by Party. Candidate has been a ☒ Supporter [] Worker

COMMENTS:

Approved []
Disapproved []

Andre' E. LeTendre
Deputy to the Assistant Secretary for Administration

Date _____



NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Presidential Libraries Withdrawal Sheet

WITHDRAWAL ID 013094

REASON FOR WITHDRAWAL Donor restriction

TYPE OF MATERIAL Personnel Form

CREATOR'S NAME Edwin T. Sexton, Jr.

DESCRIPTION SF171

CREATION DATE 11/15/1973

COLLECTION/SERIES/FOLDER ID . 031500143

COLLECTION TITLE STANLEY S. SCOTT PAPERS (WH Public
Liaison Office - Minority Affairs)

BOX NUMBER 17

FOLDER TITLE Personnel Office, 1971-1975 (4)-(16)

NEW LOCATION Donor Restriction Closed File

DATE WITHDRAWN 06/18/2001

WITHDRAWING ARCHIVIST William H. McNitt

KNOWN DUPLICATES No

ORIGINAL

Optional Form 8 July 1959 U.S. CIVIL SERVICE COMMISSION FPM Ch. 205 5008-104		1. Check one: Dept'l ☒ Field ☐		2. Official headquarters: Washington, D. C.		4. Agency position No. 21355	
POSITION DESCRIPTION CL:241		3. Reason for submission: (a) If this position replaces another (i. e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number New Position		5. C. S. C. certification No.		6. Date of certification	
		(b) Other (specify) Schedule C		7. Date received from C. S. C.			
8. CLASSIFICATION ACTION							

ALLOCATION BY	CLASS TITLE OF POSITION	CLASS			INITIALS	DATE
		Service	Series	Grade		
a. Civil Service Commission						
b. Department, agency, or establishment	Confidential Assistant to the Director	GS	301	15	AS	4/27/73
c. Bureau						
d. Field office						
e. Recommended by initiating office						

9. Organizational title of position (if any)		10. Name of employee (If vacancy, specify V-1, 2, 3, or 4)	
11. Department, agency, or establishment Department of Commerce		c. Third subdivision	
a. First subdivision Office of Minority Business Enterprise		d. Fourth subdivision	
b. Second subdivision Office of the Director		e. Fifth subdivision	
12. This is a complete and accurate description of the duties and responsibilities of my position _____ (Signature of employee) _____ (Date)		13. This is a complete and accurate description of the duties and responsibilities of this position _____ (Signature of immediate supervisor) _____ (Date)	
14. Certification by head of bureau, division, field office, or designated representative _____ (Signature) _____ (Date)		15. Certification by department, agency, or establishment _____ (Signature) _____ (Date)	
Title:		Title: Staffing and Classification Specialist	

16. Description of duties and responsibilities

Introduction:

The Office of Minority Business Enterprise is a primary operating unit of the Department of Commerce with responsibility for developing, coordinating, and implementing a national program for establishing and strengthening minority business enterprise, as set forth in Executive Order 11625 of October 13, 1971.

Incumbent serves as Confidential Assistant to the Director, advising him on the goals and programs of the Office and carrying out a variety of complex assignments of a highly confidential nature relating to the development of increasingly beneficial opportunities for the advancement of minority entrepreneurship.

Duties:

Carries out confidential and specialized liaison assignments for the

Director on matters of special concern to him, and of the highest priority. Deals with high-level officials of the Department and may be called on to represent the Office in meetings of Departmental committees and task groups, reporting important developments and commitments to the Director. Also may be called on to represent the Director and explain his policies, objectives and views to officials from other Federal agencies, private industry, and other individuals and groups of similar stature. Continually consults with the Director concerning changes or adjustments in policies and problems, attempting to insure that such matters are carried through in accordance with his wishes. Works very closely with the Director to be sure that the situations arising are handled in the best interests of the Office.

Conducts special studies of a confidential and sensitive nature relating to problems and areas of the greatest concern to the Director. Relies on the information supplied by program directors throughout the various Divisions of the Office, as well as reliable external sources. Develops comprehensive background material for incorporation as data to support conclusions arrived at. Makes recommendations concerning appropriate course of action for the consideration of the Director. Prepares a variety of confidential and special reports to the Director concerning areas of vital interest to him.

Carries out other assignments of a specialized and confidential nature, as instructed by the Director. Performs all possible assignments with the aim of assisting the Director in discharging his responsibilities in relation to the sensitive and highly controversial program of the Office.

Supervision and Guidance Received:

Incumbent receives general policy guidance from the Director, who assigns projects and studies to the incumbent. Work is reviewed for timeliness, adequate treatment of the issues involved, and expected results. Incumbent is subject to constant shifting of priorities and change in emphasis of assignments.



THE WHITE HOUSE
WASHINGTON

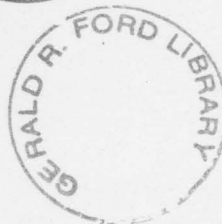
TO: STAN SCOTT
FROM: JERRY JONES
RE: Clearance of Candidate for
Non-Career Position

The attached biographical material on this candidate has been submitted for formal clearance approval.

If you concur with this clearance please notify Julie Robben in my office (# 6533)

OK

SS



January 11, 1974

SCHEDULE C APPOINTMENT AND NONCAREER EXECUTIVE ASSIGNMENTS

CLEARANCE FORM

NAME Benjamin R. Röss

Proposed position, grade and salary Executive Assistant, GS-15

\$28,263 per annum Office of Equal Opportunity

Type of appointment Schedule C

CONCURRENCES

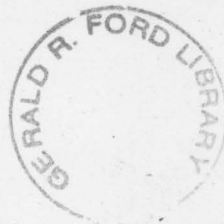
Appropriate clearances have been obtained:

Sam Mosher
Assistant Secretary for Legislative Affairs

1/25/74
Date

James A. Wilderutter
Executive Assistant to the Secretary

1/29/74
Date



WITHDRAWAL SHEET (PRESIDENTIAL LIBRARIES)

FORM OF DOCUMENT	CORRESPONDENTS OR TITLE	DATE	RESTRICTION
Doc	social security number 1 page - Benjamin Ross	1974	c

File Location:

Stanley C. Scott Papers, box 17. Folder: Personnel Office, 1/74 (7)

RESTRICTION CODES

JJO 5/28/24

- (A) Closed by applicable Executive order governing access to national security information.
- (B) Closed by statute or by the agency which originated the document.
- (C) Closed in accordance with restrictions contained in the donor's deed of gift.

CONFIDENTIAL CLEARANCE PROCESSING FORM FOR CERTAIN EXCEPTED POSITIONS

Candidates Name: Benjamin R. Ross Position: Executive Asst - EO Grade: 15

Type of Appointment: Schedule C Department/Agency: HUD Registration: (1) Republican

SECURITY CLEARANCE:

Clearance Granted, if any: _____ Date: _____ Type of Investigation: _____

Investigating Agency: _____

CONGRESSIONAL CONCURRANCES: (State & District of Candidate's Registration or Domicile)

Senator _____ Date: _____ Remarks: _____

Senator _____ Date: _____ Remarks: _____

Representative: _____ Date: _____ Remarks: _____

(Ranking GOP Members on Appropriations Subcommittees (A) and Legislative (L) Committees)

Senator (A) _____ Date: _____ Remarks: _____

Senator (L) _____ Date: _____ Remarks: _____

Representative (A) _____ Date: _____ Remarks: _____

Representative (L) _____ Date: _____ Remarks: _____

STATE CONCURRANCES:

State GOP Contact D. C. Republican Comm. Date: 1/24/74 Remarks: Appointment clear with Committee.

other Key Contact _____ Date: _____ Remarks: _____

This form was completed ~~and/or~~ approved by: *Frederic Bryant* date: 1/24/74

This form was approved by: _____ date: _____

(1) If registration is other than Republican, attached a full, detailed explanation of the reasons for the proposed action.

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Presidential Libraries Withdrawal Sheet

WITHDRAWAL ID 013099

REASON FOR WITHDRAWAL Donor restriction

TYPE OF MATERIAL Personnel Form

CREATOR'S NAME Benjamin Reginald Ross

DESCRIPTION SF171

CREATION DATE 12/06/1971

COLLECTION/SERIES/FOLDER ID . 031500143

COLLECTION TITLE STANLEY S. SCOTT PAPERS (WH Public
Liaison Office - Minority Affairs)

BOX NUMBER 17

FOLDER TITLE Personnel Office, 1971-1975 (4)-(16)

NEW LOCATION Donor Restriction Closed File

DATE WITHDRAWN 06/18/2001

WITHDRAWING ARCHIVIST William H. McNitt

KNOWN DUPLICATES No